

Stormwater Program Roundtable Work Plan FY 2019-20

This Stormwater Program Roundtable Work Plan identifies four (4) broad categories of overarching needs with discrete projects for the 2019-20 Fiscal Year to work towards addressing each need. The projects were identified through a collaborative process amongst roundtable delegates and other program staff.

Work Plan Categories with Associated Projects

(A) Training Needs Maintain an up-to-date training program through review of training needs, review and, if necessary, improvements of existing classes, development of new classes via the Training Academy, and identification of appropriate external classes via the Training Office. Purpose(s): 1) Establish a baseline knowledge and fluency in the legal foundations of our work, including knowledge and fluency in our general permit program 3) Disseminate and share knowledge and techniques 4) Create a platform for formal and informal training 5) Improve the quality and objectivity of information collected by staff					
Project	Estimated Time	Estimated Start Date	Staff Needs	Project Manager	Expected Outcome(s)
A.1 2019 CASQA Conference Attendance	10 mo.	January 2019	Management	Michelle Beckwith	24 approved attendees (with opportunities to present)
A.2 Deployment of the approved 3-year College of Stormwater Training Plan (includes the Stormwater 101 Course).	6-9 mo.	January 2019	Training Academy and College of Stormwater Subcommittee	Laurel Warddrip	<ul style="list-style-type: none">• Development of a 3-year Training Plan• Training content developed by stormwater program staff• Course deployment through the Water Boards Training Academy

(B) Information Management Needs

Develop and maintain program business rules to ensure consistent implementation of information management systems, and in coordination with the Division of Information Technology and the Office of Information Management and Analysis, conduct business analyses to communicate unmet information management needs to the Deputy Management Committee.

Purpose(s):

- 1) Increase the speed at which inspections can be documented
- 2) Minimize the risk of errors in the storage or completeness of stored data
- 3) Provide useful information for prioritizing program tasks
- 4) Maintain and ensure accessibility of pertinent program information by Roundtable participants, upper management, and staff
- 5) Increase efficiency and effectiveness in addressing customer service needs

Project	Estimated Time	Estimated Start Date	Staff	Project Manager	Expected Outcome(s)
B.1 Performance Targets <ul style="list-style-type: none">• Update Tasks and Tasks Descriptions• Review Unit Cost Factors	12 mo.	Ongoing from 2018-19 Work Plan	Management	Laurie Walsh & Michelle Beckwith	<ul style="list-style-type: none">• Proposed changes to OIMA Performance Tracking• Realign Program Performance Tracking with Water Code and 106 Work Plan Commitments•
B.2 Field Tablets and Inspection Forms	5 mo.	Ongoing from 2018-19 Work Plan	All Levels	Pavlova Vitale	<ul style="list-style-type: none">• Test prototypes• Get clarity and consensus on potential goals• Develop an inspection form for the CGP• Transmit the CGP form and the need for tablets to DIT
B.3 Stormwater Data Analysis Group	12 mo.	July 2018	All Levels	Laurel Warddrip	Continue quarterly meetings following SWPRT Communicate data management information between statewide programs.

(C) Critical Stormwater Program Needs

Identify overall stormwater program needs and recommend strategies for meeting them.

Purpose(s):

- 1) Share information on program implementation experiences to identify program needs
- 2) Identify challenges, opportunities for improvement, and strategies to address them
- 3) Share stormwater program related information with external organizations, both internal (such as other Roundtables) and external (such as CASQA or other state agencies like CalRecycle)
- 4) Identify and maintain knowledge and information needed for effective participation in Roundtable and provide mentoring for new participants
- 5) Communicate on key issues with upper management

Project	Estimated Time	Estimated Start Date	Staff	Project Manager	Outcome(s)
C.1 Liaison Meeting Summary Report with Recommendations	3 mo.	July 2018	All Levels	Dominic Roques	Summarize the meeting with Roundtable Liaisons including recommended next steps to implement.
C.2 Construction General Permit (CGP) Comments from Regions	3 mo.	March 2019	Program Delegates	Adam Fischer	Subcommittee to review draft CGP and develop consolidated comments back to State Board staff.
C.3 Procedures for disseminating legal information affecting Program implementation.	6 mo.	July 2018	Program Delegates, OCC, OE		Investigate and define procedures for disseminating relevant legal information to Program Managers in a timely manner.

(D) Processes and Procedures

Maintain up-to-date processes, procedures, and standard protocols for conducting program business and tasks; draft annual work plan.

Purpose(s):

- 1) Create, maintain, and update a living repository of program and roundtable processes

Project	Estimated Time	Estimated Start Date	Staff	Project Manager	Outcome(s)
D.1 Conference Attendance – Approval Process	3 mo.	Ongoing from 2018-19 Work Plan	Management	Michelle Beckwith	Capture process to identify list of proposed conference attendees including coordination with Training Academy
D.2 Work Plan for FY 2020-21	4 mo.	January 2020	Program Delegates		Develop Draft Work Plan based on the process below for Delegate vote

Work Plan Development Process:

1. Create Work Plan Sub-Committee and identify one Lead for meeting management and document version control.
2. Schedule a "Work Plan Discussion" agenda item for an upcoming roundtable meeting.
3. Solicit project ideas from roundtable participants during "Work Plan Discussion" agenda item.
4. Organize the list of projects based on the identified categories in the Work Plan.
5. Identify the estimated time frame for completion, an estimated start date, the level of staff effort, and expected outcomes for each project.
6. Present a Draft Work Plan to the roundtable for review, comments, and to identify Project Managers and potential project work-teams.
7. Revise Draft Work Plan as necessary based on delegate comments received.
8. Present a Final Work Plan for delegate vote of approval.